

## Executive Host Information 2005 Placement Week November 15-19, 2004

Office Name: **Habitat Matrix Program based in NMFS.**

Position Title: **Habitat Matrix Program Planning and Communication Liaison**

How many total staff are in your immediate office / branch? (Select one option, mark with X)

1-5	
6-10	
> 10	<b>X</b>

Have you previously hosted a Sea Grant fellow (Select one option, mark with X)

Yes	
No	<b>X</b>

If yes, how many?

If fellow is currently on assignment, please provide contact information.

Name	
Tel	
Email	

Does your office accept non-United States (foreign) citizens? (Select one option, mark with X)

Yes	<b>X</b>
No	

### **Organizational Overview**

***Mission Statement:*** (Please limit to 30 words.)

The Habitat Matrix Program is comprised of NOAA's habitat protection and restoration programs from NOAA Ocean Service (NOS), NOAA Fisheries (NMFS) & NOAA Research (OAR) that include an array of capabilities that support requirements in several clearly directed mandates. The Program protects coastal, marine, and Great Lakes habitat and improves the quality and increases the quantity of restoration of NOAA trust resources. The Program plans, funds, and implements projects, advances applied habitat science, and develops techniques and methods to achieve successful protection and restoration. The Program advises and provides technical information and research results to its partners and the public.

***Brief Overview of Your Office's work:*** (Please limit to 150 words.)

NOAA's responsibility as natural resource trustee is stated in several legislative mandates. The Habitat Matrix Program fulfills this responsibility by protecting and restoring coastal, marine and Great Lakes habitats in order to recover and maintain sustainable populations of NOAA trust resources. Restoration and protection activities occur in coastal regions throughout the US and its Territories. Staff are stationed throughout the coastal US including the Great Lakes, with Headquarters Offices of NOS,

**NMFS and OAR, the six NMFS Regional Offices, Science Centers. End-state users include: federal, state, and tribal co-trustees, local communities, non-governmental organizations (NGOs), industry, and the general public. Protecting and restoring wetlands and other coastal habitats are vital to protect the shoreline, improve water quality, and support commercial and recreational fisheries. Protecting and restoring habitats contribute to achieving sustainable populations of coastal and marine resources and reducing impacts caused by humans to our nation's coastal and marine resources.**

**Habitat Matrix Program's nine core programs:**

- ☐ **Damage Assessment and Restoration Program (comprised of NOAA Fisheries Restoration Center, NOAA Ocean Service Damage Assessment Center and NOAA Office of General Counsel)**
- ☐ **Community-based Restoration Program (administered by NOAA Fisheries Restoration Center)**
- ☐ **Coastal Wetlands Planning, Protection and Restoration Act Program (administered by NOAA Fisheries Restoration Center)**
- ☐ **Coastal Protection and Restoration Division (within NOAA Ocean Service, Office of Response and Restoration)**
- ☐ **Estuary Restoration Act (administered by (1) NOAA Ocean Service, Office of Response and Restoration and (2) the NOAA Fisheries Restoration Center)**
- ☐ **NOAA Chesapeake Bay Office (NCBO)**
- ☐ **Hydropower Program (a component of NOAA Fisheries Habitat Conservation)**
- ☐ **Habitat Protection (administered by NOAA Fisheries)**
- ☐ **Invasive Species Program (administered by NOAA Research)**

Do you have partnership projects, multi-agency workgroups, or working relationships with other offices? Please list.

<b>NOAA Ecosystem Goal Team – A cross-NOAA program that includes all line offices and coordinates the PPBES for all the ecosystem programs including Habitat, Corals, Coastal &amp; Marine Resource programs.</b>
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<b>The Habitat Program has numerous strong working relationships within NOAA, as well as outside the agency with federal and state agencies, local governments, NGO's, tribes, industry, and academia.</b>
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**Assignment Description.**

*It is understood that the fellow's specific responsibilities will be tailored to his / her unique skills and interests. Please articulate probable assignments and duties and the education / professional development that these tasks will bring to the fellow.*

Estimated Fellow Travel, Out-of-Office: (Select one option, mark with X)

0 days / month	
1-3 days / month	<b>X</b>
4-7 days / month	
8-10 days / month	
> 2 weeks / month	

Estimated DC-Area Travel: (Select one option, mark with X)

0 days / month	
1-3 days / month	<b>X</b>
4-7 days / month	
8-10 days / month	
> 2 weeks / month	

Does this position require mandatory skills: (Select one option, mark with X)

Yes	<b>X</b>
No	

If yes, please list. (e.g. SCUBA certification, Spanish fluency, etc.).

<b>Strong interpersonal, communication, and coordination skills.</b>
<b>Working knowledge of performance measures strategies and performance tracking systems.</b>

Desired Background Skills: Please list. (e.g. strong written / communication skills, knowledge of Microsoft PowerPoint software, etc.).

<b>Excellent written and verbal communication skills.</b>
<b>Strong organizational and creative problem solving skills.</b>
<b>General knowledge of habitat science and policy issues.</b>
<b>Ability to use Microsoft Word, Excel, and Powerpoint software, e-mail, and general internet applications.</b>
<b>Ability to effectively deal with quick response requests on policy issues and information inquiries.</b>

In 300 words or less, please describe the tasks, duties, or projects the fellow will undertake, the skills a fellow will gain, and the deliverables a fellow can expect to produce from completing these tasks.

#### **Duties:**

**This position provides an opportunity to become familiar with NOAA's new organizational structure, matrix management and the Planning, Programming, Budget, and Execution System (PPBES). The Habitat Matrix Program is responsible for planning, programming, budgeting and execution of the program's core programs that protect and restore coastal, marine and Great Lakes habitat. The fellow will have the opportunity to establish contacts, pursue interests, develop new skills, and become familiar with key NOAA business and strategic planning processes. It is the expectation of the Habitat Program's senior leadership that the fellow's position be one of responsibility, in which the individual will have an opportunity to coordinate the development of a portion of NOAA Habitat Program activities. A successful fellow will need to be a self starter with excellent facilitation skills and experience working with highly motivated teams on challenging national habitat issues.**

**Primary duties of this position are:**

- 1) to serve as support to the NOAA Habitat Program and the Program's Coordinator.**

**2) to support the Habitat Program's activities as they relate to the PPBES process which includes facilitation of program planning teams and well as maintaining communications among the many team participants and offices involved in the scope of the PPBES process.**

**3) to maintain effective communication network among the members of the Habitat Program's implementation team who develop and recommend strategies to the Habitat Program Senior Management Team (SMT) and the Ecosystem Goal Team.**

**FOR OUR USE ONLY – NOT IN FINAL DESCRIPTION:**

**Here is a list with some more details for the position (info not noted above):**

**Activities:**

- **Staff to Habitat Program Coordinator**
- **Developing and reporting on program performance through Annual Operating Plans, budgets and other programmatic tracking mechanisms**
- **Coordinate internal Habitat Program communications.**
- **Draft documents on key issues/concerns.**
- **Participate in Habitat Program working groups and serve as team leader for assigned activities.**
- **Attend matrix management and PPBES training opportunities.**
- **Familiarity with NOAA Strategic Plan, AGM, related docs**
- **Document, project and grant reviews.**
- **Develop and maintain Habitat Program documents and websites.**

**Selling Points:**

- **Develop an awareness of NOAA planning, programming and budgeting process.**
- **Gain an understanding of NOAA headquarters activities, matrix management business processes and culture.**
- **Attend relevant conferences and workshops– Coastal Zone conferences & Habitat conferences**
- **Coordinate/develop an initiative within the Habitat Program.**
- **Attend training opportunities within and outside of office, including but not limited to habitat policies and science.**
- **Establish professional contacts throughout NOAA and external to NOAA.**